

4 October 1984



MEMORANDUM FOR: Records Management Officer, DCI Area
Records Management Officer, DA
Records Management Officer, DI
Records Management Officer, DO
Records Management Officer, DS&T

STAT FROM:


Chief, Information Management Branch,
Information Resources Management Division, OIS/DA

SUBJECT: Annual Records Inventory - FY 1984

1. Attached are copies of Form 3581, Annual Report of Records Holdings, for use in collecting volume statistics for the Agency's records holdings in FY 1984. The National Archives and Records Service no longer requires agencies to submit an annual report of records holdings, but as we discussed at the last directorate RMO meeting, we will continue to inventory Agency records on an annual basis. Please inventory your records holdings and provide completed reports to Information Management Branch (IMB) by 16 November 1984. The volume of records destroyed within offices during the fiscal year, Item 10 of the attached form, is no longer a reporting requirement.

2. As has been done in the past, I am sending the inventory forms to you to ensure that no components are overlooked. Also, your dissemination of these forms will ensure complete coverage and will allow for directorate level management requirements. Any questions concerning the inventory should be directed to  on extension  If needed, additional forms are available in IMB, 1236 Ames Building.

STAT
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Attachments:
Inventory Forms

STAT DDA/OIS/IRMD/IMB (4 October 1984)

Distribution:

~~original - IMB~~ Subject: REM 10-3

1 - Each Addressee (w/atts)

1 - IMB Chrono